

NTC G1 Standard Operating Procedures:

Congressional and Special Interest Inquiries (applies to local units/agencies and rotational units)

1-1 General. Congressional and Special Interest Inquiries are high visibility actions that require the full support of all Commanders. The NTC G1 is the only organization delegated authority to respond to Congressional or Special Interest Inquiries received at this installation.

a. Final Official replies, whether telephonic or written will be conducted by the NTC G1, PAB, in coordination with the Commander or Director having primary interest. Inquiries of a sensitive nature will also be coordinated through the Fort Irwin Deputy Commander/Chief of Staff.

b. Congressional or Special Interest Inquiries received directly by any Commander, Director, or other Agency will be immediately brought to the attention of the NTC G1, PAB, by telephone, email and/or hand carried to Bldg 988-B, Inner Loop for appropriate action.

1-2 Procedures.

a. Office of Congressional Legislative Liaison (OCLL) will contact the Fort Irwin G1 and task the installation for a draft response, direct response, telephonic response, or email response for one of our units or a rotational unit (only if the congressional has to do with allegations while at the National Training Center).

b. Unit commanders/agency directors will be tasked to provide prompt, factual, and complete written information to the NTC G1. Responses will be hand carried to Personnel Actions Branch, Bldg 988-B, by the issued suspense date. Suspense dates given to the responding agency by the NTC G1 will be strictly enforced.

c. Accuracy of the unit/agency response is of the highest priority, and unit commanders must ensure to address all topics/allegations being made within the inquiry. Commanders and directors will be held personally accountable for the information provided when replying to Congressional communications, regardless of signature authority.

d. NTC G1 will prepare the final response for the installation and forward to the Chief of Staff for approval and send to OCLL by the directed suspense date. Rotational Unit responses will be forwarded to OCLL, as received by the respective unit commander (NTC G1 will not alter response). Rotational Units must ensure their home station headquarters receives the original congressional inquiry response upon arrival from training at the NTC.

1-3 Soldier Access.

a. No person may restrict a member of the Armed Forces from communicating with a member of Congress, unless the communication is unlawful or violates the security of the United States (10 USC 1034). Military personnel and DA employees at this installation who lawfully communicate with a member of Congress, a member of any state or local municipal government body, or any other person, firm, or other legal corporate body to intercede in their behalf will not be censured or disciplined because of such communication.

b. In order to preclude the need for Congressional or Special Interest intercession, Commanders will issue written policy statements, which will contain the following:

- (1) An announcement of an "open door" policy for assistance in personal problems.
- (2) Procedures on "chain of command" assistance from appropriate staff agencies and implementation of policies for handling the personal problems of subordinates.